



New UICs and SLDCADA

Whenever a new unit identifier code (UIC) is established, you need to inform the SLDCADA central design activity (CDA). Contact the SLDCADA Customer Support Center at 1-866-817-4332 or at csc@sldcada.navy.mil. Let them know the effective date and the UIC. Also inform DCPS of the effective date. Make sure you do so at least two weeks before the date, in order to have the setup completed by the effective date.

Site and CDA Tasks

You need to perform these tasks:

- Create new shops.
- Create new JONs.
- Assign new timekeepers and certifiers, as applicable.

If you like, you can instead contact SLDCADA Customer Support Center for full set up. You'll need to provide properly formatted data mapping.

The CDA performs the following tasks (in addition to shops, JONs, and timekeeper and certifiers if you've asked them to):

- Adds the UIC to the database.
- Assigns the UIC to a financial indicator.
- Assigns the UIC to an SDA.

DCPS Tasks

Additionally, you need to contact DCPS so they can complete these tasks:

- Create the UIC.
- Activate the UIC.
- Assign the UIC to an SDA.
- Create organization codes.

Effective coordination ensures that the effective date matches across DCPDS, DCPS, and SLDCADA. In addition, this coordination ensures that the effective date is the first Sunday in a pay period.